

School Business Alert

August 3, 2010

The **CAR – 2010 Uploads and Reports** will be available in mid-August. It mirrors the **CAR – 2010 COA Test Records** application with the addition of the Non-Profit Organization Report. The first upload will require the district/AEA to answer the same questions found on the **CAR – 2010 COA Test Records**. Once the upload is error free **and the Non-Profit report has been completed and updated**, the district/AEA will have the ability to certify. A district should also verify that the balances on the static reports match the balances in the district's books before certifying. This report is due on September 15th.

State Payment Schedule

A new state payment schedule was posted on August 2nd for the June State Aid payment. The schedule that was previously posted for June was incorrect on the tab "June payment by source". The link for the new spreadsheet is:

http://www.iowa.gov/educate/index.php?option=com_docman&task=doc_download&gid=9562&Itemid=1507 .

Facility, Bond, PPEL Elections Data Collection

Each district and AEA is required to complete this data collection annually. The data collection is open year round so districts and AEAs may enter information at any time, but the information must be certified annually by July 15th. If this information has not been certified for 2010, please do so now. For questions contact Gary Schwartz, gary.schwartz@iowa.gov, 515-281-4743.

School Board Officers Data Collection & Business Managers' Distribution List

This data collection is also open year round so changes to information may be made as they occur. Not only is it important that School Board Officers be updated after fall elections but that the Board Secretary, Treasurer and CFO information be kept current. Please be sure to make any changes to personnel or contact information, such as new email addresses. For questions contact Deborah Darge, deborah.darge@iowa.gov, 515-281-5295. Deborah also keeps the email list for the Business Managers' Distribution List so please notify her of changes, deletions or additions of those staff who should receive this type of email.

Finance Policy Leader News

The first issue of the Finance Policy Leader News went to superintendents recently. This publication is intended to provide information on finance issues relevant to leadership and policy. The technical side or "how to" as it pertains to finance will continue to be sent to business managers through the School

Business Alert, however business managers may want to read the superintendent's newsletter as well. The first issue covers testing and cost of testing for Competent Private Instruction (CPI), Home School Assistance Program (HSAP), dual enrollment, etc. and the changes to the Supplementary Weighting policy in anticipation of transitioning to EASIER. The link to this newsletter is http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=2021%3Afinance-policy-leader-news&catid=48%3Aschool-business-a-finance&Itemid=2433.

Data Collections due August 1

- Juvenile Home Program Claim – AEAs only
For questions contact Denise.Ragias@iowa.gov, 515-281-4741.
- Reorganization Progress Report to continue receiving whole-grade sharing supplementary weighting.
For questions contact Joyce.Thomsen@iowa.gov, 515-242-5612.

Documents Added or Revised to Web

A list is attached of documents that have been added to (or revised on) the web. Many of these documents may be of importance as districts work through the closing of FY10 and uploading of the CAR. The home page for the Department of Education is www.iowa.gov/educate.

School Business Alert – Web documents posted or updated since February 18, 2010

- (red bullet designates posted / updated document)



School Business & Finance

❖ Accounting & Reporting

➤ CAR

- Best Practices for a Successful and Timely CAR
- 2008-09 CAR UNDER CONSTRUCTION
- Chart of Account Upload file Specifications
- 2008-09 CAR (19.08 MB)
- 2009-10 CAR Instructions
- 2009-10 Sources for Local Projects

➤ Indirect Cost Rates

- Indirect Cost Rates FY2010-2011

➤ Uniform Financial Accounting

- Uniform Financial Accounting Manual version 2009
- Iowa Chart of Account Coding
- Link to Medicaid Journal Entries
- UFA Journal Entries
- Accounting for Restricted Funds

❖ Certified Enrollment

➤ AEAs

➤ Nonpublic Schools

- School Districts
- Supplementary Weighting

❖ **Finance Roundtable**

❖ **Financial Management**

- Allocation Summaries
 - 2009-2010 State Allocations and Selected Federal Allocations – AEAs
 - 2009-2010 State Allocations and Selected Federal Allocations
- Audits
- Budgets, Area Education Agencies
 - Juvenile Home Claim Instructions
 - Juvenile Home Facility Request for Educational Program
- Budgets, School Districts
- Public Fund Deposits & Rates
- SBRC
 - Spreadsheet with On-Time, OE, LEP
 - Topics for Consideration for Negative Unspent Balance Schools
 - Spreadsheet with On-Time, OE, LEP
 - Corrective Action Plan (first year)
 - Corrective Action Plan Progress Report (second and consecutive year)
- School District Financial Report Cards
- School Finance Tools
 - Financial Reports
 - Supplementary Weighting Calculation
 - General Fund Financial Data and Analysis
 - Budgetary Data District-to-District Comparison Tool
- State Payment Schedule
 - March 2010 AEA State Aid Payment Summary
 - March 2010 LEA State Aid Payment Summary
 - March 2010 ISL State Aid Payment Summary
 - Explanation of March 2010 Special Ed Excess Positive Balance Deduction
 - April 2010 LEA State Aid Payment Summary
 - April 2010 ISL State Aid Payment Summary
 - April 2010 AEA State Aid Payment Summary
 - May 2010 ISL State Aid Payment Summary
 - May 2010 LEA State Aid Payment Summary
 - May 2010 AEA State Aid Payment Summary
 - June 2010 AEA State Aid Payment Summary
 - June 2010 LEA State Aid Payment Summary
 - June 2010 ISL State Aid Payment Summary
 - LEA Supplemental Aid for FY09 Special Ed Deficit
 - 2010-2011 State Payment Schedule

❖ **Levies & Funds**

- Capital Project Funds
- Debt Service Levy

- General Fund
- Management Levy
- Public Disclosure of Outstanding Levies
- PPEL
- Public Education and Recreation Levy
- Student Activity Fund

❖ **Procedures**

- Foster Care Claim
- Nonpublic Textbook Services
 - 2009-10
- Reorganization, Dissolution & Sharing
- School Board Officers
 - AEA Certificate of Election
 - AEA Certificate of Resolution
 - AEA Statement of Candidacy
- School Business Alert
- School Finance Associations and Boards
- Tuition & Fees
 - Maximum Tuition Rates FY11
- Uniform Administrative Procedures, AEAs
- Uniform Administrative Procedures, School Districts

❖ **Stimulus Package Information – American Recovery and Reinvestment Act (ARRA)**

School Facilities

❖ **Construction**

- Davis-Bacon Act
- Historic Preservation
- Suspended & Debarred Contractors

❖ **Data Collection**

❖ **Funding**

- Iowa Demonstration Construction Grant
 - 2009-10 Iowa Demonstration Construction Grant
 - 2009-10 Iowa Demonstration Construction Grant Awards – Fire Safety
 - 2008-09 & 2009-10 Interim Final Project Reporting Form for Fire Safety and Construction Grants
- Statewide School Infrastructure Sales and Services Tax
- PPEL
- QSCB
 - 2009 QSCB Recipients
 - 2010 QSCB Recipients
- QZAB
 - 2010 QZAB Application
- School Bonds
 - Steps in a School Bond Election

- ❖ **Maintenance**

- Environmental Protection & Indoor Air Quality
- Maintenance Planning

- ❖ **Planning**

- Closing/Restructuring Attendance Centers
 - School Closing Decision
- Facility Planning

- ❖ **Safety & Accessibility**

- Accessibility / ADA / 504
- Fire Safety
- Playground Safety
- School Building Safety

Advanced Learning Opportunities

- ❖ **Gifted & Talented**

Resources

- ❖ **FAQs**

- Uniform Financial Accounting

Diverse Learners

- ❖ **At Risk**

- Funding

Edudcator Quality

- ❖ **Mentoring and Induction for Beginning Educators**

- Allocations
 - 2009-10 Mentoring and Induction

- ❖ **Teacher Quality Program Guidance and Allocations**

- Market Factor Guidance on Appropriate Uses and Allocations

Administrator Quality

- ❖ **Mentoring and Induction for Beginning Administrators**

- Allocations
 - 2009-10 Mentoring and Induction, Administrators